

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE  
FAMILY LAW COURT  
4175 Main Street  
Riverside, CA 92501  
Hours 8:00 a.m. – 4:00 p.m. Telephone (951) 955-1940

**DISSOLUTION OF MARRIAGE/LEGAL SEPARATION/NULLITY  
FORMS AND GENERAL INFORMATION PACKET**

**PART I. BEGINNING THE PROCESS**

This packet includes forms and instructions to *begin* your Dissolution of Marriage (Divorce), Legal Separation or Nullity case. The instructions are on colored paper; the forms are on white. Please read all instructions before you begin. The FILING FEE is \$335.00, unless you qualify for a fee waiver. Cash, checks, money orders, and credit cards are accepted.

**ALERT!** The forms in this packet only start your case. Additional forms and processing are necessary to obtain a final judgment. The additional forms and instructions are contained in a separate packet entitled “PART II. Finishing Your Case.”

The **Bar Association of Riverside County** can refer you to someone who can give you legal advice; the attorneys may charge a consultation fee.

**Lawyer Referral Service - Riverside County Bar Association**

4129 Main Street, Suite 100

Riverside, CA 92501

(909) 682-7520

*(Se Habla Espanol)*

*Monday - Thursday 8:30 a.m. to 4:30 p.m.*

*Friday 8:30 a.m. to 3:30 p.m.*

**If you choose to represent yourself and would like legal assistance, you may come to the Family Law Assistance Center, located on the Third Floor.**

The following resources, which are located on the First Floor in the Clerk’s Office, may also assist you:







*How to Do Your Own Divorce in California*, published by NoLo Press; and  
*How to Solve Divorce Problems in California*, also published by NoLo Press.

**Note: The forms in this packet may be changed in January and/or July of each year. The forms in this packet are current as of the date indicated on the cover. However, the forms may be outdated by the time you attempt to file them.**

**Current forms are provided in the Clerk's Office, 1<sup>st</sup> Floor.  
Outdated forms will not be accepted for filing.**

# Riverside Superior Court Family Law Assistance Center

## We Can Help With:

-  Child Support/Spousal Support
-  Child Custody and/or Visitation
-  Divorce
-  Establish Parentage/Parental Relationship
-  Community Referrals
-  Temporary Restraining Orders

## FAMILY LAW ASSISTANCE CENTER SCHEDULE - (951) 955-1583 MONDAY - FRIDAY 8:00 A.M. TO 4 P.M.

We have workshops for help in completing your divorce papers on Wednesdays, 1:30 p.m. - 4 p.m., and workshops for completing your judgment (divorce decree) papers on Fridays, 1:30 p.m. - 4 p.m.

## OTHER PLACES TO GET LEGAL AID

If you need a lawyer and cannot afford one, the following agencies may be able to help you:

### Public Service Law Corporation

4129 Main Street  
Riverside, CA 92501  
(951) 682-7968

*Monday - Thursday 2 p.m. to 4 p.m.  
(Please call in advance for appointment)*

### Latino Lawyers Association

2060 University Avenue, Room 113  
Riverside, CA 92507  
(951) 369-3009

### Inland Counties Legal Services Corporation

1737 Atlanta Avenue, Suite H-2  
Riverside, CA 92507  
(951) 368-2530  
*(Se Habla Espanol)*

## FEE WAIVER

Review the “Information Sheet on Waiver of Court Fees and Costs” to determine if you qualify for a fee waiver.


### COMPLETION OF FORMS

 To apply for a fee waiver you must complete the following two forms as indicated:

- A. **Information Sheet On Waiver Of Court Fees And Costs (FW-001-Info)**  
<http://www.courtinfo.ca.gov/forms/documents/fw001info.pdf>
- B. ***Application for Waiver of Court Fees and Costs (FW-001)***. You must provide all of the requested information.  
<http://www.courtinfo.ca.gov/forms/fillable/fw001.pdf>
- C. ***Order on Application for Waiver of Court Fees and Costs (FW-003)***. Complete the top portion of this form only.  
<http://www.courtinfo.ca.gov/forms/fillable/fw003.pdf>

THESE FORMS DO NOT HAVE TO BE SERVED ON THE OTHER PARTY.

### FILING

 An original and one copy of each of these forms must be returned to the filing window in the Clerk’s Office. These forms must be submitted at the time you submit your initial pleadings. (Either **Summons & Petition**, if you are the Petitioner, or **Response**, if you are the Respondent.)

### NOTIFICATION OF APPROVAL OR DENIAL OF APPLICATION

- A. **Order granted.** If your application is granted, you will not have to pay for any court fees unless your income changes. You are required to inform the Court if your income changes.
- B. **Order granted in part.** If your application is granted “in part,” you are required to pay a portion of the fees as indicated in the Order. If you do not remit payment within 10 days of receiving the Order, all documents previously filed will have no legal effect.
- C. **Order denied.** If your Order is denied, you are required to pay the full filing fee of \$335.00. If you do not remit payment within 10 days of receiving the Order, all documents previously filed will have no legal effect.

## PART 1. BEGINNING THE PROCESS

NOTE: ALL BOLDDED ITEMS IN THESE INSTRUCTIONS ARE THE NAMES OF FORMS FOLLOWED BY THE FORM NUMBER.

### COMPLETION OF FORMS

1. To begin your case you must complete the following four forms:

- a. ☐ **Petition** (FL-100)  
[www.courtinfo.ca.gov/forms/fillable/fl100.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl100.pdf)
- b. ☐ **Summons** (FL-110)  
[www.courtinfo.ca.gov/forms/fillable/fl110.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl110.pdf)
- c. ☐ **Certificate of Counsel** (Local Form)  
[www.courts.co.riverside.ca.us/localfrms/1A.pdf](http://www.courts.co.riverside.ca.us/localfrms/1A.pdf)
- d. ☐ **Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act** (FL-105), if you have minor children.  
[www.courtinfo.ca.gov/forms/fillable/fl105.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl105.pdf)

If 7c is marked on the **Petition**, complete the following form:

- e. ☐ **Child Custody And Visitation Application Attachment** (FL-311)  
<http://www.courtinfo.ca.gov/forms/documents/fl311.pdf>

If applicable, complete the following forms:

- f. ☐ **Request for Child Abduction Prevention Orders**, (FL-312)  
[www.courtinfo.ca.gov/forms/documents/fl312.pdf](http://www.courtinfo.ca.gov/forms/documents/fl312.pdf)
- g. ☐ **Children's Holiday Schedule Attachment**, (FL-341(C))  
[www.courtinfo.ca.gov/forms/documents/fl341c.pdf](http://www.courtinfo.ca.gov/forms/documents/fl341c.pdf)
- h. ☐ **Additional Provisions-Physical Custody Attachment**, (FL-341 (D))  
[www.courtinfo.ca.gov/forms/documents/fl341d.pdf](http://www.courtinfo.ca.gov/forms/documents/fl341d.pdf)
- i. ☐ **Joint Legal Custody Attachment**, (FL-341 (E))  
[www.courtinfo.ca.gov/forms/documents/fl341e.pdf](http://www.courtinfo.ca.gov/forms/documents/fl341e.pdf)

- 2. If you need additional space to list your property in questions #4 and #5 in the **Petition**, you may complete the **Property Declaration** (FL-160) and attach this to your **Petition**. [www.courtinfo.ca.gov/forms/fillable/fl160.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl160.pdf)
- 3. All forms can be typed or completed in black or blue ink, neatly and legibly. You must answer all questions. If a question does not apply to you, insert "n/a" or "not applicable." All forms must be signed and dated where indicated.

### FILING

- 4. After the forms are completed, the *original and two copies* should be delivered to the filing window in the Clerk's Office. You will need to pay the filing fee of \$335.00 at that time, unless you qualify for a fee waiver. See enclosed instructions for completing and filing a fee waiver.

5. The Clerk will keep the original **Petition** and **Summons** and will return to you copies of each. One copy of each of the documents is for your files, and the other copy is to be “personally served” on the other party.

NOTE: The **Summons** contains automatic restraining orders that apply to you after you have filed the **Petition** and to your spouse once he or she has been served. Please read the back of the **Summons**.

## SERVICE

6. Service refers to someone over the age of 18, other than you, personally delivering a copy of the filed papers to the other party. Along with a copy of the filed papers, the other party must be given the following blank forms:

- ☐ **Response** (FL-120)  
[www.courtinfo.ca.gov/forms/fillable/fl120.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl120.pdf)
- ☐ **Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act** (FL-105)  
[www.courtinfo.ca.gov/forms/fillable/fl105.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl105.pdf)
- ☐ **Proof of Service by Mail** (FL-335)  
[www.courtinfo.ca.gov/forms/fillable/fl335.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl335.pdf)
- ☐ **Declaration of Disclosure** (FL-140)  
[www.courtinfo.ca.gov/forms/fillable/fl140.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl140.pdf)
- ☐ **Income and Expense Declaration** (FL-150)  
[www.courtinfo.ca.gov/forms/fillable/fl150.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl150.pdf)
- ☐ **Schedule of Assets and Debts** (FL-142)  
[www.courtinfo.ca.gov/forms/fillable/fl142.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl142.pdf)
- ☐ **Child Custody And Visitation Application Attachment** (FL-311)  
[www.courtinfo.ca.gov/forms/documents/fl311.pdf](http://www.courtinfo.ca.gov/forms/documents/fl311.pdf)
- ☐ **Request for Child Abduction Prevention Orders**, (FL-312)  
[www.courtinfo.ca.gov/forms/documents/fl312.pdf](http://www.courtinfo.ca.gov/forms/documents/fl312.pdf)
- ☐ **Children's Holiday Schedule Attachment**, (FL-341(C))  
[www.courtinfo.ca.gov/forms/documents/fl341c.pdf](http://www.courtinfo.ca.gov/forms/documents/fl341c.pdf)
- ☐ **Additional Provisions-Physical Custody Attachment**, (FL-341 (D))  
[www.courtinfo.ca.gov/forms/documents/fl341d.pdf](http://www.courtinfo.ca.gov/forms/documents/fl341d.pdf)
- ☐ **Joint Legal Custody Attachment**, (FL-341 (E))  
[www.courtinfo.ca.gov/forms/documents/fl341e.pdf](http://www.courtinfo.ca.gov/forms/documents/fl341e.pdf)

7. After service has been completed, the **Proof of Service of Summons (Family Law)** (FL-115) must be completed by the person who served the papers. You must file the **Proof of Service of Summons (Family Law)** at the filing window in the Clerk’s Office. [www.courtinfo.ca.gov/forms/fillable/fl115.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl115.pdf)

## PRELIMINARY DECLARATION OF DISCLOSURE

8. The next step is to complete the following forms and have them served, either personally or by mail, on the other party:
- A. ☐ **Declaration of Disclosure** (FL-140) “**Preliminary**” box is checked.  
[www.courtinfo.ca.gov/forms/fillable/fl140.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl140.pdf)
  - B. ☐ **Income and Expense Declaration** (FL-150), which includes **Income** information, **Expenses**, and **Child Support** information. (the child support information page is *only completed if your case involves child support, however, you must file all 4 pages with the court*).  
[www.courtinfo.ca.gov/forms/fillable/fl150.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl150.pdf)
  - C. ☐ **Schedule of Assets and Debts** (FL-142)  
[www.courtinfo.ca.gov/forms/fillable/fl142.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl142.pdf)
9. These documents, commonly referred to as “disclosure documents,” must be completed and served on the other party. If you have minor children of the marriage, you must FILE the **Income and Expense Declaration** (FL-150) (*You must file all 4 pages*). Please see “**PART II. Finishing Your Case**” to determine whether you must file the **Income and Expense Declaration**.

## DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE

10. After the disclosure documents are served, you must show proof of service of these documents by completing a **Declaration Regarding Service of (Preliminary) Declaration of Disclosure** (FL-141). This document must be filed with the clerk in the Clerk’s Office. [www.courtinfo.ca.gov/forms/fillable/fl141.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl141.pdf)
11. The law requires the disclosure documents to be completed and served **twice**: once at the beginning of your case and again just prior to obtaining the **Judgment**. The “*preliminary*” disclosure documents are completed and served first, and the “*final*” disclosure documents are completed and served last. You may waive service of the “*final*” disclosure documents. The waiver procedures are discussed in a separate packet entitled “**PART II. Finishing Your Case.**”

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= **ALERT! You are still married.** These forms simply start your case.  
= Additional forms and processing are necessary to obtain a Final Judgment. The  
= additional forms and instructions are contained in a separate packet entitled  
= “**Part II. Finishing Your Case.**”  
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